



Republic of the Philippines  
**Department of Education**  
SCHOOLS DIVISION OF MARINDUQUE

Department of Education  
Division of Marinduque  
**RECORDS SECTION  
RELEASED**  
Name: 002840  
APR 14 2025

Office of the Schools Division Superintendent

**MEMORANDUM**

SGOD-2025-046

TO: Asst. Schools Division Superintendent  
Chief Education Supervisors  
Public Schools District Supervisors  
Public Secondary School Heads  
All Others Concerned

FROM:  **LYNN G. MENDOZA, EdD**  
OIC, Schools Division Superintendent 

SUBJECT: **SECOND EVALUATION OF WORKPLACE APPLICATION PLANS (WAP)  
FOR THE HIGHER ORDER THINKING SKILLS PROFESSIONAL  
LEARNING PACKAGES (HOTS PLP) FOR SCIENCE, MATHEMATICS,  
AND ENGLISH TRAINING ACTIVITIES**

DATE: April 10, 2025

1. Through Memorandum SGOD—2025-002 titled “*Submission of Workplace Application Plans (WAP) and Completion Reports for the Higher Order Thinking Skills Professional Learning Packages (HOTS PLP) for Science, Mathematics, and English Training Activities*,” this Office, through the School Governance and Operations Division – Human Resource Development Section (SGOD-HRDS), received 24 Workplace Application Plans (WAP) for the two (2) Division-led training activities on HOTS PLP from March 18, 2025 to April 8, 2025.

2. Relative to this, Certificates of Completion shall be issued to teachers and school leaders with complete documents and have implemented their WAP within a time frame of three (3) to twelve (12) months. On the other hand, SGOD-HRDS has noted non-compliance of several required items. The names of concerned participants and recommendations on their WAP are listed in *Enclosure 1: Recommendations for Improvement of Workplace Application Plans on Higher Order Thinking Skills Professional Learning Packages (HOTS PLP) for Science, Mathematics, and English Training Activities*.

3. For the reasons cited, those listed in Enclosure 1 are requested to complete and resubmit their documents to the SGOD-HRDS through the OSDS-Records Unit for further validation on or before April 25, 2025.

4. **In addition, all participants of the two Division-led training activities on HOTS-PLP are reminded to upload a copy of their approved Individual Performance Commitment and Review Form (IPCRF) for School Year 2023-2024 through [bit.ly/HOTSPLPWAPMdq](https://bit.ly/HOTSPLPWAPMdq).**



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5. For clarifications, please contact Mr. Kyle David V. Atienza, Senior Education Program Specialist – Human Resource Development Section, through [kyledavid.atienza@deped.gov.ph](mailto:kyledavid.atienza@deped.gov.ph).

6. Immediate dissemination of and compliance with the contents of this Memorandum are desired.

*/SGOD-HRDS-KDA*



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**Recommendations for Improvement of Workplace Application Plans on Higher Order Thinking Skills Professional Learning Packages (HOTS PLP) for Science, Mathematics, and English Training Activities**

<b>NAME</b>	<b>SCHOOL</b>	<b>REMARKS</b>
1. Marichie C. Mandalihan	Marinduque NHS	Accomplish the start date and end date in the completion report.
2. Elenor M. Malimata	Marinduque NHS	Accomplish and submit the completion report.
3. Jojo A. Matre	Marinduque NHS	Accomplish the ways forward in the completion report.
4. Ferdinand V. Villanueva	Marinduque NHS	Clearly state in the completion report the WAP's milestone accomplishments in pre-implementation, during implementation, and post-implementation phases.  Accomplish the ways forward in the completion report.  Accomplish and submit the Work Application Project.
5. Sheryl C. Medalla	Marinduque NHS	Use the applicable WAP template depending on the level of training attended.  Ensure the completeness of signatures.  Elaborate the milestone accomplishments and ways forward.  Accomplish the four narrative questions in the WAP completion report.
6. Ma. Corazon O. Refamonte	Buenavista NHS	Clearly state in the completion report the WAP's milestone accomplishments in pre-implementation, during implementation, and post-implementation phases.
7. Naneth P. Fabella	Buenavista NHS	Clearly state the outcome in your WAP completion report.  Clearly state in the completion report the WAP's milestone accomplishments in pre-implementation, during implementation, and post-implementation phases.

8. Anna Liza L. Marquez	Buenvista NHS	Clearly state in the completion report the WAP's milestone accomplishments in pre-implementation, during implementation, and post-implementation phases.
9. Bernadette T. Rocha	Buenvista NHS	Clearly state in the completion report the WAP's milestone accomplishments in pre-implementation, during implementation, and post-implementation phases.
10. Nestle F. Palermo	Dolores NHS	Accomplish the four narrative questions in the WAP completion report.
11. Bernadette A. Narzoles	Dolores NHS	Clearly state in the completion report the WAP's milestone accomplishments in pre-implementation, during implementation, and post-implementation phases.  Accomplish the ways forward in the completion report
12. Elisa F. Padolina	Kilo-Kilo NHS	Clearly state in the completion report the WAP's milestone accomplishment in post-implementation phase.  Submit means of verification.
13. Sharmaine M. Puente	Kilo-Kilo NHS	Submit means of verification.
14. Teody P. Alcantara	Kilo-Kilo NHS	Clearly state in the completion report the WAP's milestone accomplishments in pre-implementation, during implementation, and post-implementation phases.  Submit means of verification.
15. Evelyn F. Alandy	Kilo-Kilo NHS	Clearly state in the completion report the WAP's milestone accomplishments in pre-implementation, during implementation, and post-implementation phases.  Submit means of verification.